



ASSISTANT DIRECTOR – PLANNING

Job Code: 3201

EEO Class Code: Official / Administrator

Union Status: Unclassified

FLSA Code: Exempt

Salary Grade: o018

NATURE OF WORK

This is responsible management and complex professional administrative work planning, organizing, staffing, directing, and controlling the activities of the planning and zoning sections of the Department.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Develops goals and objectives for the City long-range development regarding community facilities, transportation, housing, the environment, economic development, land use, and growth management
- Coordinates and supervises the long-range planning process to achieve the City's long-range development goals
- Manages and participates in specific long-range projects including the comprehensive rewriting of the City's Zoning Ordinance and related manuals, applications, and training
- Drafts, recommends, and coordinates the review of all text amendments to the City Zoning and Subdivision ordinances
- Provides policy direction and guidance on current planning projects
- Reviews development proposals and proposed capital budget projects for compliance with the City's Comprehensive Plan
- Reviews all rezoning staff reports and some use permit reports to ensure completeness of information for presentation to the Planning Board and City Commission
- Represents department in meetings with developers and potential applicants regarding proposed projects
- Responds to citizens and Commissioners complaints regarding planning and development issues and planning personnel
- Develops division operating budget and finds ways to improve the efficiency of the department
- Performs related tasks as required

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of the principles and practices of city planning and an understanding of the fundamentals of economics, municipal finance, sociology and research procedures, as they pertain to the design and development of urban and regional areas, zoning and community renewal activities
- Thorough knowledge of the City charter and of the various ordinances, codes, and regulations pertaining to planning, zoning, and urban renewal
- Thorough knowledge of the principles, practices, and related Federal and State laws and regulations related to grant preparation and administration
- Ability to plan, organize, supervise and carry out complex research projects effectively
- Ability to present the results of research effectively in oral, written and graphic form
- Ability to supervise professional, technical, and clerical personnel engaged in city planning, zoning, and renewal work

MINIMUM REQUIREMENTS

- Bachelor's degree in Planning, Public Administration, or a closely related field
- Five (5) years full-time paid experience in the field of planning
- Experience can substitute for education on a year-for-year basis

- Strong Neighborhood Planning and Urban Design/Architectural background
- Excellent management, communication and interpersonal skills
- Excellent analytical writing and organizational skills
- Knowledge of land use, zoning, and comprehensive and strategic planning principles
- Statistical analysis capabilities and capital improvement
- Desire:
 - Ten (10) years paid experience in the field of planning
 - Master's degree in Planning or a related field can substitute for one (1) year of experience

PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine
- No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, sitting, standing, pushing, or pulling
- Must be able to drive an automobile and perform on-site inspections at locations which may not be accessible to the physically handicapped

SUPERVISION RECEIVED

- General supervision is received from the Director
- Work is performed with little direct supervision and with extensive latitude for the use of independent judgment
- Work is reviewed for adherence to City policies and attainment of desired goals and objectives through personal conferences and review of work

SUPERVISION EXERCISED

- Supervision is exercised through various levels of subordinates over a variety of technical, professional, and clerical employees